Approved For Release 2002/05/02 : CIA-RDP78-04718A000300080082-2

30 OCT 1957

MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT: Proposed Notice [redacted] Hours of Work, Early Dismissal During Hazardous Weather

STATINTL

REFERENCE: Memorandum to the Director of Personnel from the HD/S, dated 30 June 56, subject: Procedure for Processing Regulation Material

1. Attached for your review in accordance with referenced memorandum is a draft of subject notice.

a. Description
Statement of policy and responsibilities in dismissal of employees on a day of hazardous weather conditions.

b. Origin
Originated by the Office of Personnel.

c. Justification
The proposed notice is designed to simplify the policy and bring it up to date, superseding two notices issued in 1952.

d. Scope of Interest
General interest throughout headquarters.

2. In view of the routine nature of the subject and the desirability of timely publication, a limited coordination is recommended.

Gordon M. Stewart
Gordon M. Stewart
Director of Personnel

STATINTL Attachment:
Proposed N [redacted]

STATINTL Distribution:
O & 1 - Addressee [redacted] O-DD/S (Corr. 2)
1 - D/Pers
2 - DD/S
5 - Chrono, Subject Reading

STATINTL OP/PS/[redacted]:bws (24 Oct 57)

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No Change in Class. X
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Next Review Date:
Auth.: HR 70-3
Date: 26/01/79 By: 008

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